

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: STAFF SERVICES ANALYST (GENERAL) EXAM/HIRING UNIT (EHU)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under supervision, performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning, systems development, budgeting, planning, training, management, and personnel analysis; and, does other related work.

50 % Provides online California Department of Human Resources (CalHR) Civil Service selection and hiring related support services to Department of State Hospitals – Napa (DSH-Napa) staff and the general public. Coordinates hiring issues with the staff and managers within the hospital, including the processing of assigned hiring documents (Form H), and scheduling interviews. Uses the California Department of Human Resources (CalHR) Examination & Certification online system (ECOS) to enter Job Controls. Orders, maintains and fully documents certification lists. Prepares and reviews job advertisements. Reviews and analyzes applicants' qualifications to ensure minimum qualifications are met in determining eligibility to participate in selection interviews. Ensures that applicants for DSH - Napa vacancies meet all eligibility requirements to be appointed by determining certification list eligibility and reachability, determining lateral transfer and reinstatement eligibility, and determining eligibility for Training & Development assignments.

35 % Coordinates assigned examination needs and hiring issues with staff and managers within the hospital and with DSH-Sacramento staff. Administers departmental decentralized examinations, which include, but are not limited to, planning examinations; working with examination consultants; reviewing, analyzing, and developing job-related examination materials; setting scoring guidelines; reviewing applications; keying CalHR online examination transactions; proctoring written examinations; providing orientation, guidance, and direction to oral examination interview panel members; composing/securing panel members; establishing and maintaining lists; analyzing effectiveness of examination results; defining problems; and, recommending solutions and/or changes when warranted. May Administer the Spanish bilingual examination and the written portion of the CalHR psychological examination. Submits withhold requests and Temporary Authorization (TAU) requests with justification. Assist with the

**DUTY STATEMENT – STAFF SERVICES ANALYST (GENERAL)
EXAM/HIRING UNIT (EHU)**

Page #2

coordination and preparation of the hospital's submission to the Department's annual examination plan. Assists DSH-Sacramento with Job Analysis (JA) participation, securing Subject Matter Experts (SMEs), attending test/question development and teleconferences/webinars.

10 % Provides advice and assistance to departmental personnel and the public, including the interpretation and application of civil service laws, rules, and policies. Prepares written correspondence and reports. Functions as the contact/scheduler of video conference equipment.

5% Completes special projects and other related duties as assigned.

0 % **SITE SPECIFIC DUTIES**
None.

0 % **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

The Staff Services Analyst (General) in the EHU, functions under the supervision of the Staff Services Manager I (Exam/Hiring Manager).

3. SUPERVISION EXERCISED

The Staff Services Analyst (General) does not exercise supervision.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and, governmental functions and organization.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and, gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES

SAFETY

**DUTY STATEMENT – STAFF SERVICES ANALYST (GENERAL)
EXAM/HIRING UNIT (EHU)**

Page #3

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor
Signature

Print Name

Date

